STIPE, DAVIDSON & HEMPHILL
ATTORNEYS AT LAW
DUNLAP BUILDING
CLARINDA, IOWA

WILLIAM F. STIPE
FORREST H. DAVIDSON (DECEASED)
WM. C. HEMPHILL

TELEPHONE 19

September 14, 1951.

Miss Elizabeth Hage, Librarian,
Scott County Library,
Eldridge, Iowa.

Dear Miss Hage:

I am instructed by the Board of Trustees of the Clarinda Public Library, of which I am a Trustee and also Chairman of the Book Committee, to write to you about computation and report of Public Library circulation.

Recently a question arose as to the correct method of computation of circulation of books loaned by our Public Library to teachers in the rural schools. Our Librarian has instructed each teacher that when a collection of books is taken out of the Library to be used by the pupils and others concerned in the public school, to keep an account of the number of times the book is taken out and read, ei ther by one of the rural school pupils or by a patron or parent, and report the total number of readers of the book when it is returned by the teacher to our Public Library. And these circulation figures are included in our Library totals for the year. We understand, however, that some of the Public Libraries in Iowa have been counting only one each time the book is taken out by the teacher and have not been counting the number of times the book is, in fact, read by her pupils, patrons or other residents of the School District.

I am informed that your Public Library has a large circulation among the country people and that the rural school teachers of your county also take out collections of books for the use of the pupils and people of the district. May trouble you to tell us whether you county the actual number of times the book is read by these rural school pupils, patrons or parents or whether you simply count the number of times the book leaves the Public Library, and base your monthly and yearly circulation reports accordingly? Of course, we do not want to be accused of "padding" our Library Circulation, but it appears to us that if the teacher does not report the number of times the book is actually read by the rural school pupils, patrons or parents in the School District, then that part of the rural circulation is lost and not accounted for anywhere. For several years now, our Public Library has furnished collections of books to be kept by the teachers in fifty-five rural school houses of the county, and the total circulation of our Public Library has, for a number of years, run well over one hundred thousand. But, if we should conclude to count one each time the book leaves the Public Library to be used by a teacher in a country School District, then this will materially cut down on our circulation as heretofore reported.

I enclose a stamped return envelope for your use and would thank you for a reply at your early convenience.

Yours very truly,

WFS-NKK

W. F. Stipe,
Chairman Book Committee, Clarinda Public

September 17, 1951

Mr. W.F. Stipe, Chairman Book Committee
Clarinda Public Library
Clarinda, Iowa

Dear Mr. Stipe:

In response to your letter of September 14, I would say first of all that you are not alone in your quandry about county library circulation! I have run into the same questions in may different places. I certainly don't consider myself an authority on matters of library procedure, but I'll stay with my method of counting circulation until someone shows me something better.

We count circulation on our school collections when the books come back to us. On the surface that would seem to say the same thing you explain about your counting system. However, after careful explanation it may prove to be somewhat different. I suspect that our systems of getting the books to the rural schools are differnnt in the first place. Here, we select the books to be included in each collection, box them, and take them to the schools. We do <u>not</u> count any circulation on any book as it leaves headquarters in this manner.

I should explain, first, perhaps, that we have <u>two</u> book cards in the pocket of each book in our library. They have identical information typed on them, but they are of different colors. The white card is used for making the charge to the <u>individual</u> borrower, and remains in the book when it leaves headquarters in a collection for a school or station. The colored card is removed here at headquarters and stamped with the name of the school or station to which the book is being sent, along with the date on which it is sent. <u>No circulation</u> count of these cards is taken. We consider the rural schools in Scott County as stations during the school year; and the teachers as station attendants. When children, or teachers, use the books in the school the white card remains in the book and no circulation count is taken - just as none is taken on books which are used within the walls of the Clarinda Public Library. If a child wishes to take the book home, the teacher removes the white card from the book pocket and writes the child's name on the card - that book has been out of the station, circulation count is legitimate - until the book has gone out of the station, however, circulation count is not legitimate. When the collection is returned to headquarters, someone on this staff counts the number of times the book circulated while at that particular school. Then a line is drawn under the count, so none of that particular circulation will be counted the next time that book goes to a school.

I fully realize that this is an inaccurate method of counting because many times the books get out of the school without the cards' being removed from the book-pockets and the children's names written on them - or there are times when the cards are removed but the children's names are still not written on them. However, that's part of the business!

I hope this explanation will help you in determining the method of counting circulation. If I can be of further help at any future date, please feel free to write to me.

Yours very truly,

Elizabeth B. Hage
Librarian

September 17, 1951

Miss Blance A. Smith, Librarian
State Traveling Library
State Historical Building
Des Moines, Iowa

Dear Miss Smith,

The ugly head of circulation count seems to have been raised once again! Enclosed is a copy of a letter I have just written in response to a detailed cry of help from Clarinda again. I'm enclosing a copy of Mr. Stipe's letter, too.

Maybe I didn't make the picture clear enough, but I didn't want to draw pictures. It would seem to me, though, that if the letter is read carefully they'll detect the differences in method. Perhaps I assume too much.

I trust that you had a very pleasant and restfull vacation in Colorado. It didn't take me very long - once I got into the mountains - to figure out why you like it so much out there and keep going back. It would seem from the number of former Iowa people to hailed our 82 license and took up conversation that a considerable number of Iowans had gotten out there to look and stayed on. I liked it very much, but I'm not so sure I'd want to move out there. I'm torn between my north-woods country and the mountains.

I'll see you at Iowa City.

Sincerely,

Elizabeth B. Hage
Librarian

enc. 2

Our blessed (I use <u>that</u> word advisedly) new bookmobile <u>should</u> arrive in time for showing at the convention. They told me at ALA it would be 6 weeks - at the time it went into production it was to be 60 days! It went into production in April!

State Traveling Library

HISTORICAL BUILDING

Des Moines 19, Iowa

BLANCHE A. SMITH
LIBRARIAN

September 19
19 51

Miss Elizabeth B. Hage, Librarian
Scott County Library
Eldridge, Iowa

Dear Miss Hage:

Thank you for sending me your answer to Mr. Stipe's questions about circulation. They had already written to ALA and had received the following reply:

> "Dear Miss Payton:
> "Your letter, requesting information on circulation statistics, has been given to me for reply. The usual procedure for counting the circulation of books sent to schools is this: if books are sent as classroom deposits to a school, to be used by the teacher, the circulation of these books is counted only once, by the lending library. If, on the other hand, the books are loaned to a school library, which will circulate them as part of their own collection, the circulation is counted by the school library and the lending public library countys them once as interlibrary loans."
>
> "I think that you will want to get in touch with your state library commission for further help with this problem. Miss Blanche A. Smith the librarian, will be able to tell you what the procedure is in other libraries in Iowa."

The matter was discussed at the district meetings and they did not seem to be able to interpret the instructions on the annual report sheets which say:
"Count one for each bound volume, pamphlet or periodical lent for home use from central library or any agency. Do Not count as circulation books sent to another library agency under same system where home circulation is counted."

Miss Elizabeth B. Hage
Scott County Library
Eldridge, Iowa
September 19, 1951

As I see it, the whole thing comes down to the questions of whether the schools in Page County are part of the Clarinda library or not. If they are, then the circulation should be counted as library circulation and each time ~~the~~ a book ~~was~~ is charged out, should be chalked up to the library.

If these schools are NOT a part of the library, then the circulation should be counted once, and that when charged to the schools.

You have brought this out when you say in your letter to Mr. Stipe, "We consider the rural schools of Scott County as stations during the school year, and the teachers as station attendants". And you make a careful distinction between reading and borrowing the books. He did not do so in his letter.

Maybe we can talk this over at the meeting, in Iowa City, and find out what they should do about it.

Sincerely yours,

Blanche A. Smith

Blanche A. Smith, Librarian
State Traveling Library

BAS:bjs

I'm sorry I wasn't in Colorado when you were. I want you to see our mountains some time. They were wonderful this year with lots of water, feed and flowers.

B.A.S.